



MEMORANDUM

To: Common Council
From: Donald Merkes, Mayor
Date: November 2, 2016
RE: Public Works Director Appointment and Enhanced Vacation Schedule

I am pleased to announce Sean Gehin as a finalist for the position of Public Works Director for the City of Menasha, as unanimously recommended by the Council appointed hiring committee consisting of: myself, Alderman Collier, Alderman Spencer, City of Appleton Public Works Director, Paula Vandehey, Police Chief Styka, and Administrative Services Director Steeno.

Mr. Gehin's previous employment experience includes: Project Engineer for the City of Wausau (~6 years), Project Manager for AECOM, a private engineering company (~2.5 Years), Project Engineer for R.A. Smith National, a private engineering company (~4 Years), Transportation Engineer for Robert E. Lee & Associates, a private engineering company (~2.5 Years), and Civil Engineer for Ayres and Associates, a private engineering company (~2 Years), over the course of his 17-plus year career to date.

In addition to requesting Council confirmation of my appointment, as is required by Menasha Municipal Code, I am also requesting an advanced vacation schedule for Mr. Gehin. City policy requires that the Personnel Committee and/or the Common Council approve any variation to the prescribed vacation allowance for new employees per the following language:

An enhanced vacation allowance may be necessary for new employees. Any enhanced vacation offer must be approved in advance by the City's Personnel Committee and/or Common Council

By way of details, per the City's Personnel Policy Handbook, a new, non-represented, regular, full-time employee is entitled to ten (10) days of vacation per year after one year of service. Because our finalist is a seasoned professional, with considerable experience in Civil Engineering and Public Works, there is a request for an enhanced vacation allowance as follows:

Fifteen (15) days of vacation annually, beginning in 2017

Please note that this is a similar request to other recent department head hiring's.

If you have questions, or would like additional information, in advance of the Common Council Meeting on Monday please contact me.

Requested Motion: Confirm Mayor's appointment of Sean Gehin as the Public Works Director and approve enhanced vacation schedule, as outlined in this memo.